



## **The 2006 Mini-Grants Program**

### **Request For Proposal (RFP) Abstracts and Application Packet**

**Objective:**

To engage citizens and communities in helping to preserve, restore, and enhance the Barataria-Terrebonne National Estuary through education and direct restoration.

**Grant Limits:**

\$5,000 maximum - \$1,000 minimum

**Deadline for Submission of RFP Abstracts:**

RFP Abstracts must be physically in the BTNEP office by **4:00 pm on Thursday December 1, 2005**. Proposals **will not** be accepted if received after the 4:00 pm deadline.

**Notification of Request for Full Proposal:**

Friday, December 16, 2005

**Deadline for Full Proposal:**

Tuesday, January 17, 2006

**Project Schedule:**

Grant recipients are advised to begin projects as soon as a contract with BTNEP is signed. Projects must be completed by October 4, 2006.

For additional information, please call the BTNEP office at (800) 259-0869  
or visit the Mini-Grants Program website at <http://grant.btnep.org>

## **Introduction**

In 1990, the U.S. Environmental Protection Agency (EPA) and the State of Louisiana formed a novel partnership, called the Barataria-Terrebonne National Estuary Program (BTNEP). BTNEP is one of 28 regions designated as nationally significant under the EPA's National Estuary Program, which was established under Section 320 of the Clean Water Act. BTNEP is administered and funded by the EPA and the State of Louisiana.

The fundamental goals of the BTNEP were delineated in the Comprehensive Conservation and Management Plan (CCMP) through Action Plans, which respond to the need to develop a plan to address the priority problems of the estuary system and issues of economics, planning, and citizen involvement. The CCMP was created by the BTNEP Management Conference, which consisted of hundreds of individuals who represented government agencies at the federal, state and local levels, environmental organizations, business and industry, landowners, academic experts, and the general public. The CCMP is an advisory document, which is meant to serve as guidance for the preservation and restoration efforts throughout the Barataria-Terrebonne Estuary System (BTES).

For more information about the Barataria-Terrebonne National Estuary Program, please visit the BTNEP website at <http://www.btneep.org> or call (800) 259-0869.

## **The BTNEP Mini-Grants Program**

The BTNEP Mini-Grants Program was created in 2005 to support community-based restoration, outreach and education projects, which serve to help the BTNEP implement targeted Action Plans. Through the program, it is hoped that citizens will gain a greater awareness and understanding of the issues facing the Barataria-Terrebonne Estuary System and will join with BTNEP in creating effective solutions. The Mini-Grants Program will also help BTNEP foster creative partnerships among community groups and broaden the ability to connect with as many people as possible in preserving our homeland.

BTNEP has \$20,000 available in 2006 for eligible Mini-Grants Program projects, with a maximum of \$5,000 and a minimum of \$1,000 for any one proposal. The Mini-Grants Program will accept multiple project proposals from any one applicant. The projects selected for funding through the Mini-Grants Program must in some way help to implement one or more of the specified Action Plans from the CCMP (the management plan), which are listed under the 'Proposal Categories' heading below. All projects funded by the Mini-Grants Program must take place within the BTNEP program area (see parish list and map below).

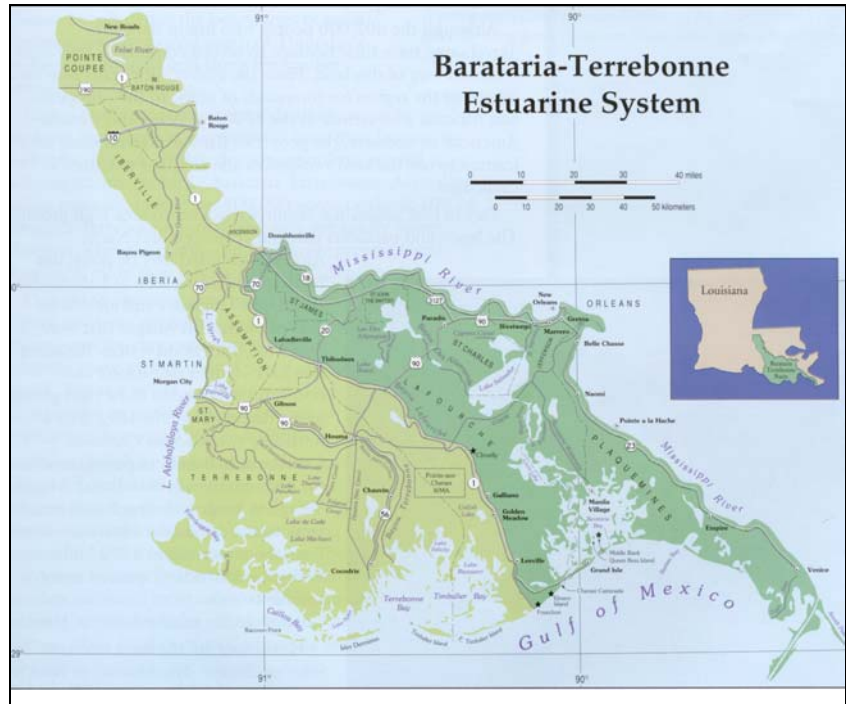
For more information about the Mini-Grants Program, please visit <http://grant.btnep.org>.

### **Applicant Eligibility Requirements**

Any schools, organizations, individuals, non-profits, businesses, churches, government, or other community groups may apply for Mini-Grant funding, provided that the project takes place within the Barataria-Terrebonne Estuary System (BTES). **All projects must take place within the parishes of the BTES.** Please note that though some of the parishes straddle the two great rivers, our program area lies only between the Mississippi and Atchafalaya Rivers (west bank of the Mississippi and east bank of the Atchafalaya).

The BTES consists of all or part of the following parishes (\* indicates that not all of the parish is within the Barataria-Terrebonne Estuarine System):

\*Ascension  
Assumption  
\*Iberville  
\*Jefferson  
Lafourche  
\*Orleans  
\*Plaquemines  
\*Point Coupee  
\*St. Charles  
\*St. James  
\*St. John  
\*St. Martin  
\*St. Mary  
Terrebonne  
\*West Baton Rouge



## **Proposal Categories**

The project proposal categories are derived from the Action Plans that constitute the Comprehensive Conservation and Management Plan (CCMP) of the BTNEP. The project proposals must address in whole or in part one or more of the following Action Plans of the CCMP:

### **Ecological Management Action Plans:**

#### **EM-10 Reduction of Sewage Pollution**

- To reduce fecal coliform counts in BTES waterbodies attributable to discharges of human waste from inadequate or poorly-maintained sewage treatment plants, rural homesites, unsewered communities, commercial and recreational vessels and waterfront camps.

**EM-15 Protection of Habitat for Migratory Birds**

- To build a framework that encourages landowners to manage their land in a way that maximizes its suitability as habitat for migratory and resident birds.

**EM-16 Reduction of Impacts from Exotic Vegetation**

- To reduce negative impacts caused by the proliferation of exotic plant species.

**Sustained Recognition and Citizen Involvement Action Plans:****SR-3 Citizen Involvement Programs and Activities**

- To provide a number of avenues to help citizens become more knowledgeable and committed to protecting and managing the estuary.

**SR-5 Cultural Heritage**

- To preserve the lifestyle and unique historical traditions of the BTES through conserving the estuary's resources.
- To portray the historical interaction of BTES residents and the estuary's resources.
- To develop greater awareness of the way the lifestyles and unique historical traditions of the BTES have contributed to the protection of the estuary.

**SR-6 Urban Green Spaces**

- To encourage the growth of habitats for animal wildlife in urban areas, provide additional recreational space for visitors and residents of the estuary, augment economic development, and increase natural processes for clearing atmosphere of pollution.

**SR-7 Storm Drain Stenciling**

- To prevent the disposal of paint, oil, trash and garbage substances into the storm drain system.
- To provide hands-on activities that focus on and result in conserving the estuary.

**SR-14 Estuarine Curriculum and Development**

- To develop and produce curriculum and instructional materials and programs for estuarine education for the BTES.

### **SR-15 Continuing and Informal Education Programs**

- To provide opportunities for a comprehensive education program.

### **Economic Growth Action Plan:**

#### **EG-2 Nature-Based Tourism and Recreation**

- To encourage natural resource-based tourism activities that enhance and do not diminish the resources of the estuary.

You may find extended versions of these Action Plans at the Mini-Grants website,

<http://grant.btneep.org>.

RFP Abstracts must address at least one of the specified Action Plans listed above.

Creative projects that will reach a variety of people throughout the estuary are encouraged, in particular, projects that will reach the low-income communities within the BTES. Here are some examples of potential project ideas, which may be implemented directly or be used to help start the thought process:

- Develop a community garden or a native plants demonstration or model garden, to show the potential of native plants
- Removal of invasive species
- Produce a brochure for targeted stakeholder group
- Hold an educational workshop
- Oral history collection
- Youth oriented education programs
- A teachers' resource guide
- Clean-up efforts

### **Proposal Guidelines**

The Mini-Grants Program is seeking RFP Abstracts for projects that will educate the public about the issues surrounding the BTES and the work of BTNEP. RFP Abstracts must meet the terms of the proposal guidelines and requirements.

The Mini-Grants Program requests nine copies of the RFP Abstract. All equipment requested in the proposal budget must be significant to the success of the project.

Proposals that integrate work with other community organizations are highly encouraged, especially proposals that work with low-income communities. The Mini-Grants Program seeks to create a larger network of people who will become stewards of the BTES and promote creative partnerships within communities. If the project involves working with a school, they must reach out to more than one classroom.

Applicants have the option to submit up to two pieces of supporting material with the Proposal Abstract. If the supporting material is in paper format (i.e. a brochure or an 8 ½ x 11 sheet), please submit a copy with each submittal of the RFP Abstract. If the supporting material is anything else, only one copy of the supporting material is required. Please note, BTNEP cannot promise that supporting materials will be returned.

### **What Will Not be Funded**

The Mini-Grants Program will not fund:

- projects required as environmental mitigation, activities required by an environmental agency, improvements to private property, or academic research.
- projects that take place outside of the BTES.
- projects requesting grant money *only* for the reprinting of materials. The program will fund printing of previously unprinted materials.
- food, except in the cases when food is essential for safety purposes. For example, an all-day clean up effort in a remote location where participants will be doing physical labor, where water and food will be necessary for the participants health, food supplies can be considered essential.
- RFP Abstracts that do not follow the guidelines for any of the submittals.

### **Selection Process**

The RFP Abstract submittals will be reviewed by the Mini-Grants Community Advisory Committee (CAC), comprised of various members of the communities within the BTES. RFP Abstracts that are selected by the CAC will be forwarded to the BTNEP Program Director for final approval. The project managers of the chosen project proposals will

then be contacted for the submissions of a full project proposal. Those who are requested to submit a full proposal are in final consideration to receive grant money. The BTNEP staff will serve as the Grants Administrator for each Mini-Grants recipient.

Under certain circumstances, the CAC may choose to provide partial funding for any individual proposal. The decision to provide partial funding may be for, but is not limited to, projects that are already underway, projects that have secured other funding sources, or projects that the CAC may determine can be accomplished with less money.

Mini-Grants applicants may request to see or receive copies of the CAC Evaluation Forms used to evaluate their proposal, as well as the reviewed grant narrative, if it contains any notes or comments pertaining to the evaluation of that proposal.

### **Selection Criteria**

The RFP Abstracts submitted to the Mini-Grants Program will be evaluated according to the following criteria:

**1. Feasibility**

Are the objectives of the proposal achievable? What assurances do we have that this project will be carried out in a quality manner? What are the project deliverables?

**2. Compatibility with Action Plans**

Does the project address one or more of the CCMP Action Plans?

**3. Timeframe**

Is the timeframe reasonable? Can the project be completed by the October 4, 2006 deadline?

**4. Positive Impact**

Does the project provide environmental and/or cultural awareness and promote stewardship? Does the project have a positive impact on the Barataria-Terrebonne Estuary System?

**5. Community Support**

Is the project a community need? Does the project have the potential to build or strengthen networks within the community? Is there community support for this project?

**6. Cost Benefit**

Is the project a cost effective investment? Does the proposal provide enough detail to show that the costs are reasonable to the scope of work? How many people does the project reach? How many groups does the project bring together?



## **Final Report**

Recipients of a BTNEP Mini-Grant will be required to submit a final report, which will act as a final deliverable, upon completion of their project, as well as copies of all press clippings related to the project and the final product itself (i.e., brochures, videos, manuals), to be negotiated prior to award. The BTNEP project manager and the grant recipients will come to an agreement for the format for the final report, based on the type of Mini-Grants project that is awarded money. All products of the Mini-Grants Program, including the final report, copies of press clippings, photographs, etc., must be submitted to BTNEP by Monday, October 2, 2006, before final payment is made, unless otherwise authorized by the Mini-Grants administrator.

If the project is restoration oriented and does not have a final product, “before and after” photos and/or a video must be submitted along with the final report.

All projects, concepts, artwork, photos, videos, and other products of the grant projects may be reproduced at BTNEP’s discretion for possible use with future programs, with no additional purchasing rights costs. All produced materials must also carry an approved BTNEP logo and/or credit language, which will be provided to grantees. All publicity generated by the recipient about their project must include mention of BTNEP support.

**For Office Use Only**

Date:  
Staff Initials:  
Proposal #:  
Location of Support  
Materials:



**Mini-Grants Cover Sheet 2006**

**Due by Thursday, December 1, 2006**

*Please Type or Print Legibly*

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Organization Information:**

Applicant Organization: \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Organization: ☐ Business ☐ Non-Profit Organization  
☐ School ☐ Academic Institution  
☐ Civic Association ☐ Individual  
☐ Other

Other Participating Organizations: \_\_\_\_\_

**Project Information:**

Total Amount Requested (minimum \$1000, maximum \$5000): \_\_\_\_\_

Amount of Matching Funds (not required): \_\_\_\_\_

Source of Matching Funds: \_\_\_\_\_

Physical Location of Project or Impact Area: \_\_\_\_\_  
\_\_\_\_\_

Please list the CCMP Action Plan(s) targeted: \_\_\_\_\_  
\_\_\_\_\_

Is this project part of an ongoing project? Yes ☐ No ☐

If Yes, how does this Mini-Grants project fit into the overall project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization Signature:**

Note: Please provide signature in BLUE ink.

**Project Manager:**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Return completed applications to one of the following addresses:

**Mailing Address**

Barataria-Terrebonne National Estuary Program  
Mini-Grants Program  
Attn: Susan Testroet-Bergeron  
Nicholls State University Campus  
P.O. Box 2663  
Thibodaux, LA 70310

**Physical Address**

Barataria-Terrebonne National Estuary Program Office  
320 Audubon Drive  
North Babington Hall Room 105  
Nicholls State University Campus  
Thibodaux, LA 70301  
(800) 259-0869

## **Narrative Response**

**Please answer the following questions in narrative form as concise as possible and submit as an attachment to the Mini-Grants Cover Sheet. The narrative answers collectively may be up to 2 pages typed, single-sided, double-spaced, 12.0 font size, with the left and right margins set at 1.25" and the top and bottom margins set at 1". Please reference the number of the question that is being answered in the narrative. (The budget page does not count as one of the two pages.)**

**NOTE: RFP Abstracts that are not in the above format will be disqualified.**

1. Summarize the proposed project. What are the main objectives? What are the project deliverables? Describe the need for the project.
2. How is the project compatible with the CCMP Action Plans.
3. Please provide a timeframe for when the project will take place.
4. What positive impact will your project make toward restoring or improving the Barataria-Terrebonne Estuary System?
  - a) Who is your target audience?
  - b) How many people and/or how much habitat is impacted by the project?
  - c) What will participants learn from participating in this project?

### **Budget Form**

<b>Cost Categories</b>	<b>BTNEP Mini-Grants \$ Request</b>	<b>Matching Funds</b>	<b>Type and Source of Match</b>	<b>Total \$</b>
<b>Personnel</b>				
<b>Travel</b>				
<b>Equipment</b>				
<b>Supplies</b>				
<b>Contractual</b>				
<b>Overhead/Indirect</b>				
<b>Total</b>				

Sample completed Budget Form (with adequate detail):

<b>Cost Categories</b>	<b>BTNEP Mini-Grants \$ Request</b>	<b>Matching Funds</b>	<b>Type and Source of Match</b>	<b>Total \$</b>
<b>Personnel</b> Estuary Organization: John Smith @ \$25/hr for 100 hours	\$2,500.00	\$500.00	In-kind staff time	\$3,000.00
<b>Travel</b> 200 miles @ \$0.32/mile	\$64.00	\$0		\$64.00
<b>Equipment</b>	\$0	\$500.00	Boat Usage (\$250/day)	\$500.00
<b>Supplies</b> Gloves (25 @ \$2.00 each)  Cypress Seedlings (25 @ \$1.00 each)	\$50.00	\$25.00	In-kind project materials	\$75.00
<b>Contractual</b> Bill the Science Guy for 2 presentations, 1 hour each	\$25.00	\$0		\$25.00
<b>Overhead/Indirect</b>	\$0	\$500.00	In-kind; waiver of indirect charges	\$500.00
<b>Total</b>	\$2,639.00	\$1,525.00		\$4,164.00

### **Mini-Grants Application Checklist**

The following checklist has been provided to assist in submitting a complete Proposal Abstract. Please review this list prior to submitting a proposal.

- ☐ **9 Copies of the Cover Sheet with Signature (only one copy must have the original signature)**
- ☐ **9 Copies of the Completed Narrative Responses**
- ☐ **9 Copies of the Completed Budget Form**
- ☐ **Optional: Supporting materials (not more than 2 pieces)**